



TARLETON  
STATE UNIVERSITY

Member of The Texas A&M University System

**.::DigitalMeasures**

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## **Overview**

Tarleton State University uses the Digital Measures (DM) software package to demonstrate compliance with proper faculty credentials on a course by course basis. In addition, DM is utilized to allow each faculty member to keep a current curriculum vita on file for administration reference, compliance with statutory guidelines and laws (Texas HB2504, course teaching justifications, etc.), promotion/tenure and post-tenure review packets, and as needed with regional and national accreditation bodies.

The Digital Measures Driver's Manual was created to help Tarleton faculty get familiarized with the system. This guide is not fully comprehensive and does not address each and every screen within the system. However, it is intended to provide a starting point for how to access the system, overview of commonly used screens, how to input data, which fields are completed administratively, how to run reports, and provides resources should you have additional questions. Please feel free to explore the system and input as much applicable data as possible.

For assistance with access or general use of Digital Measures, please call 254.968.9598 or email [digitalmeasures@tarleton.edu](mailto:digitalmeasures@tarleton.edu).

For assistance with AACSB questions, please contact Pam Hecox at 254.968.9622 or [hecox@tarleton.edu](mailto:hecox@tarleton.edu).

Additional DM resource: <https://www.digitalmeasures.com/activity-insight/docs/guide.html>

## **Logging into Digital Measures**

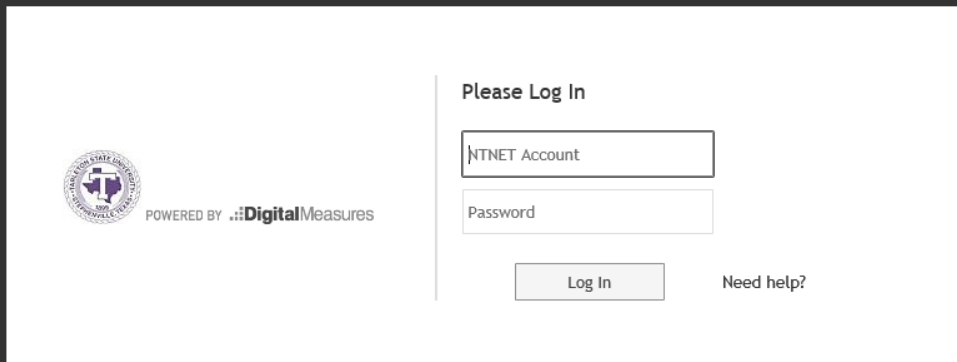
There are many supported browsers for DM. The following link shows those supported and the version number: <https://www.digitalmeasures.com/activity-insight/docs/browsers.html>. If you are not sure which browser to use, most people prefer Google Chrome or Mozilla Firefox.

To access DM, please go to the following link:

<https://www.digitalmeasures.com/login/tarleton/faculty/authentication/showLogin.do>

You can bookmark this for easier access the next time you login.

From here you will use your NTNET credentials to login to the system. These are the same credentials used to login to the computer. If you receive an error trying to login you might not have an account created. In this case, please click the 'Need help?' link and you should expect a response typically within 1 business day.



The screenshot shows a login interface for Digital Measures. On the left is the Tarleton State University seal. To its right, the text "POWERED BY DigitalMeasures" is displayed. The main section is titled "Please Log In" and contains two input fields: "NTNET Account" and "Password". Below these fields is a "Log In" button and a "Need help?" link.

## Main Menu

The homepage is divided into four main sections:

- General Information
- Teaching
- Scholarship/Research
- Service

Each of these main sections has several “screens” where the data will be entered. All of the screens might not be applicable, but this is where you can explore the system and enter relevant information. If you are not sure where to place something, please consult with a colleague, department head, or your dean.

The ‘Activities’ button found at the top of the screen will take you back to the main menu from any screen.

The screenshot shows the DigitalMeasures homepage. At the top is a dark navigation bar with a logo on the left, 'Activities' and 'Reports' buttons, and icons for help, notifications, and user profile on the right. Below the navigation bar is a search bar labeled 'Search All Activities...' and two buttons: 'Rapid Reports' and 'PasteBoard'. A link 'Review a guide to manage your activities. Show more' is also present. The main content area is divided into four sections, each with a dropdown arrow and a title: 'General Information', 'Teaching', 'Scholarship/Research', and 'Service'. Each section contains a list of sub-items.

Section	Sub-items
General Information	Personal and Contact Information Administrative Data - Permanent Data   Yearly Data Academic, Government, Military and Professional Positions Administrative Assignments Awards and Honors Consulting Education External Connections and Partnerships Professional Development Activities Attended Licenses and Certifications Media Contributions Professional Memberships Workload Information
Teaching	Academic Advising Directed Student Learning (e.g., theses, dissertations) Non-Credit Instruction Taught Scheduled Teaching Curriculum Development Teaching Innovation
Scholarship/Research	Artistic and Professional Performances and Exhibits Contracts, Grants and Sponsored Research Intellectual Contributions Intellectual Property (e.g., copyrights, patents) Presentations Research Currently in Progress
Service	Community Engagement Department Division: College Professional Public University

## Data Entry

To begin, we will briefly go over the 'Personal and Contact Information' screen. The name and email address will be prefilled. Enter as much data as possible. Then click the 'Save' button in the upper right corner. Most screens allow partial data to be entered and saved for completion at a later date. Once data entry is complete, click the < left arrow next to 'Edit Personal and Contact Information' to go back to the Main Menu. This can also be done by clicking the 'Activities' button at the top. If you get lost on a screen, always remember to click the 'Activities' link found at the top to go back to the Main Menu.

The screenshot shows the 'Edit Personal and Contact Information' form within the DigitalMeasures application. The top navigation bar includes 'Activities' and 'Reports' tabs, along with icons for help, notifications, and user profile, and the 'DigitalMeasures' logo. Below the navigation bar are buttons for 'Rapid Reports' and 'PasteBoard'. The form title is '< Edit Personal and Contact Information', with 'Cancel' and 'Save' buttons to its right. The form fields are as follows:

- Prefix: Dr. (dropdown)
- First Name: John
- Preferred First Name: (empty)
- Middle Name: (empty)
- Last Name: Tarleton
- Suffix: (empty)
- Alternative Name You Publish Under (e.g., an anglicized name), if any: (empty)
- Name of Endowed Position (if any): (empty)
- E-Mail Address: johntarleton@tarleton.edu
- Building Where Your Office is Located: (dropdown)
- Office Room Number: (empty)
- Office Phone: (empty) - (empty) - (empty)
- Department Phone: (empty) - (empty) - (empty)
- Fax: (empty) - (empty) - (empty)
- Personal Website: http:// (empty)
- Date of Birth: (dropdown) / (empty) / (empty)
- Gender: (dropdown)
- Ethnicity: (dropdown)
- U.S. Citizen or Permanent Resident?: (dropdown)
- Brief Biography (30 Words or Less): (empty text area)
- Teaching Interest(s): (empty text area)

Most screens in DM require you to ‘+ Add New Item’ as seen below on the ‘Awards and Honors’ screen. This can be done by clicking the button in the upper right corner to add a new entry.

Search Awards and Honors...

Rapid Reports PasteBoard

< Awards and Honors + Add New Item Duplicate

Item	
Founder of Tarleton January 1, 1900	<input type="checkbox"/>

The following screen appears where information can be entered. Upon completion choose either ‘Save’ or ‘Save + Add Another’. Some fields are required and will prompt you to enter information before saving. If all the information is unavailable at the time of entry, save and come back later to complete.

Rapid Reports PasteBoard

< Edit Awards and Honors Cancel Save Save + Add Another

Award or Honor Name

Organization/Sponsor

Purpose

Scope

Description/Explanation (30 Words or Less)

Date Received

If an item needs deleted, check the box and then click on the trash icon.

Search Awards and Honors...

Rapid Reports PasteBoard

< Awards and Honors + Add New Item Duplicate

Item	
Founder of Tarleton January 1, 1900	<input checked="" type="checkbox"/>

## General Information

### ▼ General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data

Academic, Government, Military and Professional Positions

Administrative Assignments

Awards and Honors

Consulting

Education

External Connections and Partnerships

Professional Development Activities Attended

Licensures and Certifications

Media Contributions

Professional Memberships

Workload Information

As previously mentioned, the manual does not address each of these screens. Please click on each link, view what data is already populated administratively and proceed to fill in the gaps. The more information entered the better prepared when preparing the P&T packet. It is best practice to update DM regularly rather than at the conclusion of each semester or academic year.

The 'Administrative Data – Permanent Data | Yearly Data' and 'Education' screens are populated administratively once the information has been received (education transcripts, faculty rank, tenure, etc.) Although read access is available to those screens, it is best to work with Betty Pack to make sure the information is accurate. There are a couple of fields prepopulated on the 'Personal and Contact Information' screen when the account is created. If something is missing or needs updating, please contact Betty for assistance with these administrative screens.

**Activities** Reports ? **DigitalMeasures**

Rapid Reports PasteBoard

< **Edit Permanent Data** Cancel Save

Start Date at Tarleton State University

**Rank History**

**1st Rank**

Faculty/Staff Rank

Date Attained

Select the number of rank rows to add:

Tenure Decision Year

If currently a Ph.D student, date of most recently completed graduate comprehensive examination

Separation Date



Rapid Reports

PasteBoard

< View Education

Cancel

You do not have access to modify the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [Tarleton State University-DM Working Group](#).

- Degree
- Explanation of "Other"
- Institution
- Location of Institution
- Emphasis/Major
- Supporting Areas of Emphasis
- Dissertation/Thesis Title
- Honor/Distinction
- Highest Degree You Have Earned?
- Year Completed
- Doctoral Degree with no MastersNo
- TranscriptNo File Stored

Associated Coursework

1st Course		
	Title	
	Course Prefix and Course Number	
	Credit Hours	

## Teaching

### ▼ Teaching

Academic Advising

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Scheduled Teaching

Curriculum Development

Teaching Innovation

‘Scheduled Teaching’ is the only screen entered administratively under the Teaching category, though faculty members are required to justify the reason for teaching the course and also attach the syllabus. As you can see from the screenshot below, there is a lock symbol next to the course prohibiting additions or deletions of a course. These are loaded administratively each semester when courses are certified with the THECB (usually mid-October for fall, mid-March for spring, and mid-August for summer). In addition, once grades have been certified at the end of the semester they will be loaded into DM along with any student evaluation data for the course.


The screenshot displays the 'Scheduled Teaching' interface within the DigitalMeasures system. At the top, there is a navigation bar with 'Activities' and 'Reports' tabs, a search bar labeled 'Search Scheduled Teaching...', and buttons for 'Rapid Reports' and 'PasteBoard'. Below this, the 'Scheduled Teaching' section is titled with a back arrow and includes buttons for '+ Add New Item', 'Duplicate', and a trash icon. A table lists the scheduled teaching items:

Item
Spring 2018 Principles of Management MGMT 2301, Section 010
Fall 2017 Foundations of Management MGMT 5300, Section 010

Each course entry in the table is followed by a lock icon, indicating that the course is locked for editing.

Click on a course to see the details and to enter justification and attach syllabus.

The fields on the upper half of the screen have the lock symbol and are read-only. If discrepancies are found with any of the scheduled teaching data, please email [digitalmeasures@tarleton.edu](mailto:digitalmeasures@tarleton.edu).



Activities

Reports

?

🔔

👤

..DigitalMeasures

Rapid Reports

PasteBoard

< Edit Scheduled Teaching

Cancel

Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [Tarleton State University-DM Working Group](#).

🔒	Term and Year	Fall 2017
🔒	Course Name	Foundations of Management
🔒	Course Prefix and Course Number	MGMT 5300
🔒	Section Number	010
🔒	Official Enrollment Number	10
🔒	Number of Credit Hours	3.0
🔒	Lower Division or Upper Division	Upper Division
🔒	Course Level	Graduate
🔒	Developmental	No
🔒	Is this transferable?	No
🔒	Degree Program	MBA
🔒	Delivery Mode	Classroom
🔒	Course Campus	Stephenville
🔒	Final Number of Students Earning an A	9
🔒	Final Number of Students Earning a B	1
🔒	Final Number of Students Earning a C	
🔒	Final Number of Students Earning a D	
🔒	Final Number of Students Earning an F	
🔒	Final Number of Students Earning an FO	

The bottom half of the screen is where you enter the justification, and if applicable, give an explanation if you choose “Other”. Proceed to attach the syllabus for this course.

A note on justifications: Once a course is justified it will not have to be justified again unless circumstances change (ex: awarded a higher degree).

**Activities Reports** ? **DigitalMeasures**

[Final Number of Students Earning a P](#) [Rapid Reports](#) [PasteBoard](#)

**< Edit Scheduled Teaching** [Cancel](#) [Save](#)

[Final Number of Students Earning a P](#)

[Final Number of Students Earning a S](#)

[Final Number of Students Earning a U](#)

[Final Number of Students Earning a W](#)

[Final Number of Students Earning a WF](#)

[Final Number of Students Earning a Z](#)

☐ New course preparation?

☐ New format for existing course?

Justification of qualifications to teach this course

☐ Teaching general education (core curriculum) courses at the undergraduate level: Doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

☐ Teaching associate degree course designed for transfer to a baccalaureate degree: Doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

☐ Teaching associate degree course not designed for transfer to the baccalaureate degree: Bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

☐ Teaching baccalaureate course: Doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

☐ Teaching graduate and post-baccalaureate course: Earned doctorate/terminal degree in the teaching discipline or a related discipline.

☐ Teaching developmental course not applicable to the baccalaureate degree: Doctorate, Master's or Bachelor's degree in the teaching discipline.

☐ Graduate teaching assistant: Master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

☐ Other (please specify)

Explanation of "Other"

Justification Matrix No File Stored [Choose File...](#)

Syllabus for this course No File Stored [Choose File...](#)

[Click here](#) for Student Evaluation Data

Lastly, at the bottom of the page, the ‘[Click here](#) for Student Evaluation Data’ will show a window of student evaluation data if students have completed course evaluations. Cross-listed classes (different section numbers) will be combined.

## Student Evaluation Data



You do not have access to modify the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [Tarleton State University-DM Working Group](#).

1 Strongly Disagree – 5 Strongly Agree

Number of Student Evaluations

Overall Score

Course expectations/learning outcomes were clearly communicated at the beginning of the course.

My instructor created a classroom atmosphere that was productive/conducive to learning.

My instructor seemed to present the course material in an organized manner.

Whenever possible, my instructor utilized a student-centered approach in teaching the course.

My instructor encouraged all students to take advantage of additional assistance outside the classroom (office hours, email, etc.).

By providing helpful feedback on assignments/tests, my instructor encouraged me to actively participate in the learning process.

The course examinations were aligned with the content of the course.

I would take another course with this instructor, if possible, or recommend this instructor to other students.

### Student Evaluation Comments

Comment on aspects of the course or teaching style that have been most valuable to your overall learning experience.

## Scholarship/Research

### ▼ Scholarship/Research

Artistic and Professional Performances and Exhibits  
Contracts, Grants and Sponsored Research  
Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)  
Presentations  
Research Currently in Progress

None of these screens are entered administratively.

The 'Intellectual Contributions' screen has a feature to import your work from outside sources. It can either be imported as a BibTeX file or search from a Third Party. The option to add manually remains. Please contact [digitalmeasures@tarleton.edu](mailto:digitalmeasures@tarleton.edu) for help with the import process.

The screenshot shows the top navigation bar with 'Activities' and 'Reports' tabs. Below the search bar, the 'Intellectual Contributions' section is active. It features buttons for 'Import', 'Add New Item', 'Duplicate', and a trash icon. A table with one header 'Item' is shown, followed by the message 'No items have been added'.

The screenshot shows the 'Import Publications' section. It includes a message: 'Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.' There are two main options: 'Import from a BibTeX file' and 'Import from a Third Party'. The 'Import from a Third Party' option is selected, showing a 'Select a service' section with 'Web of Science' chosen. Below this, 'Search criteria' are defined: 'Author Name' is 'Tarleton, John' and 'Publication Year' is '2014 to 2019'. A 'Search Web of Science' button is at the bottom.

**Service**

▼ **Service**

Community Engagement

Professional

Department

Public

Division:College

University

None of these screens are entered administratively.



Activities

Reports

?





DigitalMeasures

Search Public...



Rapid Reports

PasteBoard

< Public

+ Add New Item

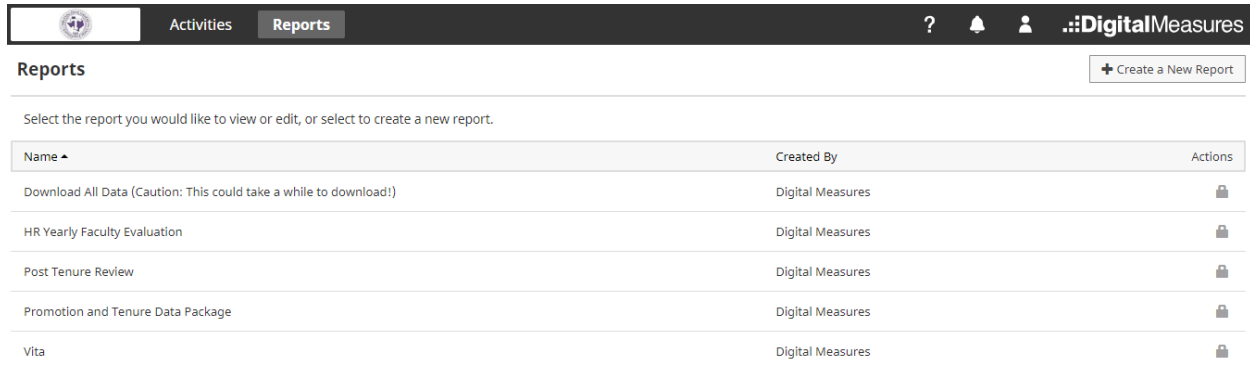
 Duplicate



Item	
Rotary Club, Officer, President/Elect/Past January 2000 - January 2002	<input type="checkbox"/>

## Reports

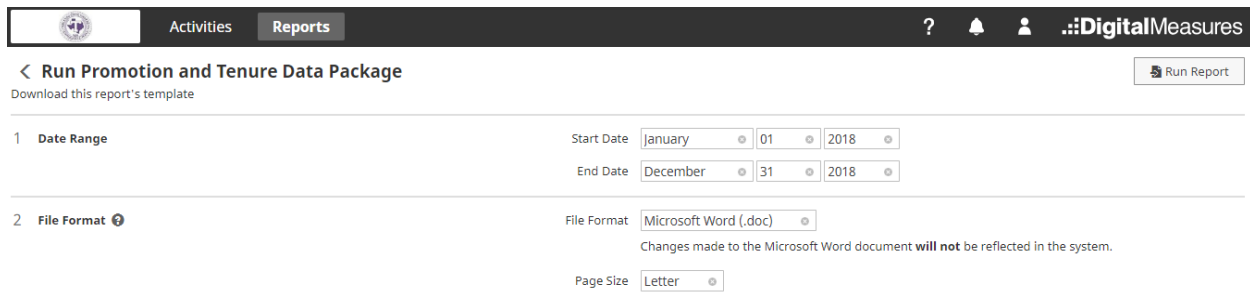
A theme with the DM software is “Capture data once, use it infinitely”. By entering the data one time you can run many reports for various needs (also administrative needs to satisfy state/federal reporting requirements). At the top of the screen choose ‘Reports’ to be taken to the screen below.



Name	Created By	Actions
Download All Data (Caution: This could take a while to download!)	Digital Measures	
HR Yearly Faculty Evaluation	Digital Measures	
Post Tenure Review	Digital Measures	
Promotion and Tenure Data Package	Digital Measures	
Vita	Digital Measures	

There are four default reports, though a custom report can be created by clicking the ‘+ Create a New Report’ button at top. You also have the option to ‘Download All Data’ with a caution message “this could take a while to download”. This typically takes less than a minute and is a good way to see everything entered in DM.

All reports have the option to choose a date range and the file format. Certain screens will populate the report regardless of date range (education, general information, etc.). The date range will include/exclude things like scheduled teaching, service activities, and most data that involves adding a date. Feel free to explore how the date range works and what data will be included/excluded. **Please note that only the last three years of scheduled teaching is provided by default for the Promotion and Tenure Data Package.**



1 **Date Range**

Start Date: January 01, 2018  
End Date: December 31, 2018

2 **File Format**

File Format: Microsoft Word (.doc)  
Page Size: Letter

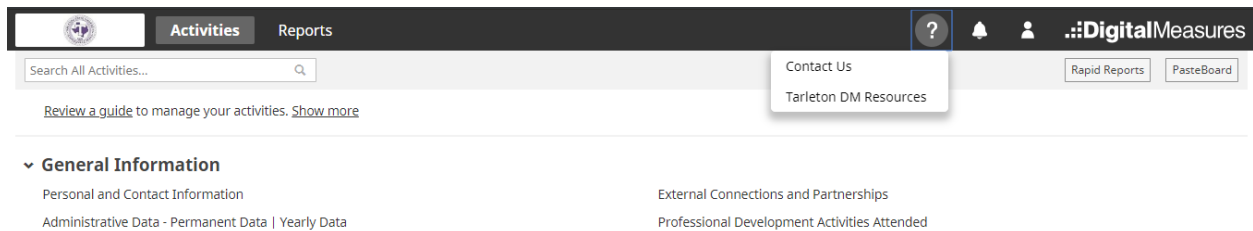
Changes made to the Microsoft Word document will not be reflected in the system.



## FAQs

**Who do I contact if I don't know where to place an item?** The best answer is contact your department head and/or dean. If they are unsure, please consult with a colleague. If there is not a “best place” to enter the data, please contact Betty Pack and the DM Advisory Group will convene to discuss a possible resolution.

**Where can I access additional information regarding DM?** There are numerous resources to get additional information. The best answer is to ask a DM administrator, which is Betty Pack, Morgan Carter, or Pam Hecox (for COBA Faculty). There is a ‘Tarleton DM Resources’ link found under the ‘?’ icon at the top as well as the ‘Contact Us’ link that will email the DM administrators directly.



**What screens do the information from a report come from?** A link called ‘Download this report’s template’ can be found under that report. It will show where and what screen the information is being pulled from.

